

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

HR COMMITTEE MEMBERS PRESENT: Marsik, Duchac, Frohling, and Schmidt.

MEMBER EXCUSED: Greshay

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Monday, November 9, 2015 at 9:00 A.M., in meeting room 4C located on the fourth floor of the Administration Building.

ALSO PRESENT: Sarah Eske, HR Director; Jim Mielke, County Administrator; Russ Kottke, County Board Chairman; Brian Field, Highway Commissioner; Tonia Mindemann, Assistant HR Director; Angi Zilliox, HR Specialist; Shelby Miller, HR Assistant II.

Meeting called to order by Marsik at 9:00 a.m.

Roll call was taken. All members present, except Greshay who was excused.

Eske verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Frohling to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Schmidt. Motion carried.

Marsik asked if anyone present had any public comments. None.

Motion by Duchac to approve the minutes of the October 20, 2015 regular meeting of the Human Resources and Labor Negotiations Committee. Second by Schmidt. Motion carried.

Eske distributed a Highway Department starting wage proposal handout. Eske explained that Field would have the ability to offer candidates steps 1 through 6 based on their skill set/job experience. Field also informed the Committee that the Department is currently working on a skills test which will be given prior to making an offer to a potential employee and will also be given when current employees are being considered for another position within the Department. The skills test will be used to determine the level of skill and knowledge the potential and current employee possesses. Field also indicated that if the Committee approved this proposal he would like to adjust current employee's step and wage based on the employee's skill set/past experience.

Eske explained that this Committee previously gave Mielke the authority to approve hiring wages at steps 2 and 3 and that the Committee would approve any hiring wages at step 4 and above. Eske explained that Department Heads are currently having to make a contingent offer of employment to candidates if they are requesting hiring wages at step 4 or above. Eske explained that depending on when the offer is made and when the next Committee meeting is taking place, it could be weeks before the candidate knows for sure what their starting wage will be. Eske explained that after discussing this with Mielke, he is recommending that the Committee give him the authority to approve steps 1 through 5. The Committee discussed this recommendation. The Committee proposed that Mielke be allowed to approve hiring wages at steps 1 through 6 of the current labor grade structure and that any recommendations for hiring wages above step 6 would need this Committee's approval.

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Motion by Duchac to approve the Dodge County Administrator to have authority to approve hiring wages at steps 1 through 6 within the current labor grade structure, upon the request of a Department Head, and that any recommendations for hiring wages above step 6 and above would need to have this Committee's approval. Second by Frohling. Motion carried.

Motion by Schmidt to approve the Dodge County Highway Commissioner, in consultation with the Dodge County Administrator, to have authority to make job offers to potential employees of the Highway Department according to skill set/job experience at steps 1 through 6 of the labor grade structure as well as adjust the step and wage of current employees according to skill set/job experience at steps 1 through 6 of the labor grade structure. Second by Frohling. Motion carried.

Eske informed the Committee that the County's third party administrator, Delta Dental, has recommended a change to the age at which dependents are no longer eligible for the dental insurance plan. Eske explained the current plan allows dependents to remain on the dental insurance plan until age 27. Eske explained that Delta Dental recommended that dependents be allowed to remain on the plan through the end of the month in which they turn 26. Eske also informed the Committee that this also follows the Affordable Care Act (ACA) guidelines regarding dependent eligibility age.

Motion by Frohling to approve the recommendation and that if the ACA guidelines change regarding dependent eligibility age that we also change the dependent eligibility age on the dental insurance plan. Second by Schmidt. Motion carried.

Eske informed the Committee that Office Max has informed the department that they will no longer accept purchase orders when purchasing office supplies and that all office supply orders must be made with a purchase card. Per policy, Department Heads must go to their Committee of jurisdiction to ask for permission to apply for a U.S. Bank purchase card. Eske is requesting obtaining one (1) U.S. Bank purchase card in Sandy Rossing's name, as Sandy does the supply orders and hotel reservations for the department. The Committee suggested that two (2) U.S. Bank purchase cards be obtained for the Department, one (1) in Sandy Rossing's name and one (1) in Sarah Eske's name.

Motion by Duchac to approve two (2) U.S. Bank purchase cards be obtained for the Human Resources Department, one (1) in Sandy Rossing's name and one (1) in Sarah Eske's name. Second by Frohling. Motion carried.

Mielke addressed the Committee regarding adding the County Administrator position to the Dodge County Labor Grade Structure. Mielke informed the Committee that in 2011 a discussion was had with Carlson Dettmann and it was decided, at that time, that the County Administrator position would not be included in the Dodge County Labor Grade Structure and that this issue would be revisited at a later date. Eske informed the Committee, that a Job Description Questionnaire (JDQ) was completed earlier this year, however, it was not forwarded to Carlson Dettmann for their recommendation. Eske explained that once Carlson Dettmann makes their recommendation it will need to be approved by this Committee, Executive Committee and the County Board.

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Motion by Schmidt to forward the County Administrator JDQ to Carlson Dettmann for a recommendation as to where the County Administrator position should be placed on the Dodge County Labor Grade Structure. Second by Duchac. Motion carried.

Eske gave the Committee an update on the Kronos Project. Eske informed the Committee that the Sheriff's Office is looking to discontinue the use of Telestaff and implement the Advanced Scheduler module that is currently being used by Clearview. Ruth Otto, IT Director, is working with Kronos regarding this change. Eske also informed the Committee that she and three (3) employees of the I.T. Department will be attending the Kronos conference in Las Vegas next week.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) Social Services Aide I, II or III – LTE – P.T.	Human Services & Health
Two (2) Transport Officers – Seasonal/Occasional	Sheriff's Department
One (1) County Patrolman – F.T.	Highway Department
One (1) Utility II - Truck Driver	Highway Department

Motion by Frohling to approve the Personnel Requisitions as presented. Second by Schmitt. Motion carried.

Leave of Absence: None

The Committee reviewed the Salary, Wage, and Status changes as presented.

STEP INCREASE – UNION: Duane L. Olbinski, Traffic Patrol Officer, Sheriff's Department, \$28.76, SSU04, 5M42, 12/20/2015; Brian H. Severson, Traffic Patrol Officer, Sheriff's Department, \$27.87, SSU04, 4M30, 12/11/2015; Justin R. Kontny, Traffic Patrol Officer, Sheriff's Department, \$27.87, SSU04, 4M30, 12/24/2015. NEW HIRE: Chad R. Hoinacki, Utility II Truck Driver West, Highway Department, \$17.14, DC04, ST02, 10/26/2015. RECLASSIFICATION: Matthew N. Nummerdor, Utility II Truck Driver West, Highway Department, \$18.59, DC05, ST01, 10/26/2015. STEP INCREASE: Matthew L. Lubitz, Utility II Truck Driver East, Highway Department, \$17.61, DC04, ST03, 12/18/2015; Lawrence A. Brewer, Foreman West, Highway Department, \$25.00, DC07, ST05, 11/28/2015; Rodney A. Anderson, Foreman East, Highway Department, \$25.00, DC07, ST05, 12/14/2015; Thomas J. Nehls, Engineering Technician V, Highway Department, \$24.32, DC06, S08A, 12/12/2015; Bradley J. Knoll, Corporal Jail, Sheriff's Department, \$26.33, DC06, S11A, 11/30/2015; Vanessa L. Schaefer, Communications Officer, Sheriff's Department, \$25.74, DC05, S14B, 10/08/2015; Ashley R. Hartman, Social Worker II – CPS Ongoing, Human Services & Health, \$23.72, DC07, ST03, 11/29/2015; Debra M. Brandenburg, Customer Service/Support Specialist, Human Services & Health, \$13.18, DC02, ST02, 12/22/2015; Randy J. Keach, County Patrolman West, Highway Department, \$22.13, DC04, S13A, 12/13/2015; John M. Veling, Central Services Director, Central Services, \$30.28, DC08, S10A, 12/11/2015; Joyce A. Fiacco, Land Resources & Parks Director, Land Resources & Parks, \$44.77, DC14, ST9A, 11/17/2015; Karen S. Schultz, Administrative Assistant, Corporation Counsel, \$20.71, DC05, ST05, 01/04/2016; Joshua N. Kohlhoff, Network Administrator, Information Technology, \$35.73, DC11, ST8A, 01/01/2016; Peter T. Gillis, Mechanic, Highway Department, \$23.44, DC06, ST06, 11/14/2016; Brian J. Franke, County Patrolman West, Highway Department, \$18.09, DC04, ST04, 12/02/2015; Peggy L. Krenz, Child Support Aide, Child Support, \$17.20, DC02, S13B, 12/02/2015; Erin M. Roberts, Database Administrator, Information Technology, \$36.16, DC11,

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ST8B, 01/01/2016; Ben O. Schiffer, Technical Services Specialist, Information Technology, \$24.36
DC07, ST04, 01/02/2016.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Reports: None.

HR Director's Report:

- a) Disciplinary Actions: None.
- b) Grievances and Arbitrations: Eske informed the Committee that a meeting is scheduled for Thursday, November 12, 2015 with Sheriff's Office Management and the Sworn Union to attempt a resolution regarding the uniform allowance grievance.

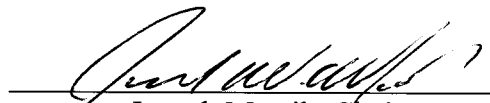
Future Agenda Items: Discussion and Consideration regarding adding the County Administrator Position to the Dodge County Labor Grade structure.

Future Meeting Dates and Times:

The next scheduled meetings of the Human Resources and Labor Negotiations Committee are regular meetings on **December 1, 2015 and December 15, 2015 at 9:00 a.m.**, which will be held in room 4C of the Administration Building.

Meeting adjourned by order of the Chair at 9:53 a.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.